

LS

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28 May 1970

MEMORANDUM FOR: Executive Assistant to the
Director of Training

SUBJECT : Weekly Activities Report

1. C/LS and DC/LS interviewed a Portuguese and a Spanish class this week. The Portuguese class consisted of three Commo men and one WH reports officer. The course is set up primarily to give the students an ability to understand Portuguese. The students are very pleased with the training being given them. The Spanish class of two students felt that they were getting good training but had some reservations about the quality of the tapes they were getting for the laboratory cassette recorders. Both classes were highly pleased with the take home cassette recorder program. We find that these interviews with the students invariably turn up new information of use to the C/LS and the department chiefs as well as confirmatory information about our teaching methods and procedures.

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2. The take home cassette recorder program is now in full swing with all of the recorders in circulation. Comments from the students are always laudatory. Most of the full-time students take advantage of the program. Most of [REDACTED] time is taken up on administering the program and reproducing the required tapes. We have recently ordered fifty additional recorders -- the Crown-corder -- which we plan to make available to our part-time students.

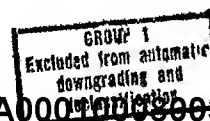
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3. Mr. [REDACTED] visited Kustom Kraft a Richmond, Va. firm which specializes in building all types of carrels to specifications. If we move to a new building this year we plan to replace our 15 and 20 year old laboratory carrels which probably will not stand another move or re-configuration. [REDACTED] is discussing our requirements and costs with the firm and we expect to have some idea in a week or so as to whether or not we can deal with them.

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4. [REDACTED] is continuing to be used very heavily. It is normally reserved completely for a month in advance. The principal use continues to be for Language School courses. The "Studies in Intelligence" Board has also made use of this facility.

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5. Language materials in cassette form are now available thru the school library for loan to Agency personnel. While the initial availability is limited we are rapidly expanding the service. The cassettes are in addition to our reel to reel loan capability. *idea*

6. Language School Statistics

Students and Classes as of 28 May 1970:

<u>Students</u>	<u>Classes</u>
Full-time - 84	Full-time - 37
Part-time - 129 (21 BAHLT) (49 Hqs.)	Part-time - 51 (6 BAHLT) (11 Hqs.)

Laboratory hours for the week of 18 - 22 May 1970:

Language School - 246 hours
Headquarters - 65 hours

Twenty-one language proficiency tests were given during the week of 18 - 22 May 1970.



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Chief, Language School

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